



Financial Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: October 12, 2009

Subject: Consider and Act Upon Approval of a Purchase Order with Ingram Library Services Incorporated, for the Purchase of Library Materials during the Fiscal Year 2010

Action Requested: City Council approval of a purchase order with Ingram Library Services Incorporated, for the purchase of Library materials during the fiscal year 2010, in the amount of \$132,600.

Background Information: Books will be purchased in the area of adult materials from Ingram Library Services Incorporated, through the State of Texas CO-OP program contract.

Board/Citizen Input: N/A.

Alternatives: City Council could choose not to approve this purchase order at this time.

Financial Considerations: Available funds are appropriated through the Capital Projects Fund and the Library 2010 operating budget.

Supporting documents: Department memo and State of Texas CO-OP contract.